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**DWD CARS ACCOUNTING REPORTS MANUAL****CHAPTER IV**

Wisconsin Works (W-2) Agencies

(W-2 Consortium Non-Reimbursable)

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**CARS #2104****Deleted 01/00**

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**PROFILE ID TITLE:** W-2 Skills Trng-Non-Reimb**FULL TITLE:** Wisconsin Works (W-2)-Skills Training - Non-Reimbursable Consortium**REPORTING INSTRUCTIONS:**

Report costs associated with employer provided training such as assignment of a participant to employer provided training, identifying employers, writing agreements, and related case management.

Report costs associated with motivation training such as:

Assessment and work activities related to addressing barriers to employment; communication styles/personality types; identifying and developing long term and short term life and employment goals; evaluating work patterns, skills, and abilities; mentorship, encouragement and support.

Report costs associated with life skills training such as:

(Note: Life skills training is the tools that provide the basic foundation necessary to enable the participant(s) to participate more fully in the workforce, in lifelong educational opportunities and in community services.)

These include costs related to training for understanding and accepting parental responsibilities; strengthening parent skills/understanding relationships; family budgets; anger management/interpersonal skills; problem solving/decision making skills; family nutrition/household management; time management; how to work with government, legal and school systems; how to request reasonable accommodations, knowledge of equal opportunity laws; selecting quality child care, planning for back-up child care for emergencies and when the child or provider is sick; and appropriate personal grooming/dress.

Report short term job skills training for career focused training programs such as:

These vocational training classes must be tied directly to employment positions or occupations for which there are immediate job openings in the community such as: basic welding; keyboard/data entry; certified nursing assistants; utility installation; office software; food preparation; electronic assembly; child care; press production; entrepreneurial/small business; and hospitality training.

Skills training directed by the employer will count as part of the required weekly work hours (up to 30 hours per week). The W-2 agency may assign up to 10 hours per week skill training to a CSJ participant and 12 hours per week skills training to a W-2 Transition participant. The FEP may aggregate skills training to achieve a short term intensive skills training program but it must be mixed with some work activity and cannot be full time.

**(See next page)**

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**CARS #2104 (cont)**

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**PROFILE TYPE:** Contract Controlled (F)**EXPENSES ROLL TO THIS PROFILE FROM:** N/A**EXPENSES ROLL FROM THIS PROFILE TO:** 2115**EXPENSES ALLOCATE TO THIS PROFILE FROM:** N/A**EXPENSES ALLOCATE FROM THIS PROFILE TO:** N/A**REIMBURSEMENT %:** N/A**PREPAYMENTS:** N/A**LIMITATIONS:** N/A**FEDERAL CATALOG (CFDA) NUMBER:** N/A**DIVISION RESPONSIBLE:** Division of Economic Support